

## **DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY**

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

### **HUMAN RESOURCE ANALYST**

Role Title: Human Resource Analyst I

Position # 01064

Pay Band 4, Level II Hiring Range: \$31,979 - \$55,000

**Closing Date: February 13, 2017**

Exciting opportunity for a human resource generalist to join the DMAS Human Resource team. This position assists with a full range of HR consulting activities including recruitment, compensation and classification, benefits, and training in a fast-paced, dynamic environment. This position also provides clear and consistent interpretation and guidance to supervisors and managers, related to HR policies and procedures, and provides technical support to the Human Resource Division with a strong focus in the areas of recruitment, and HR policy development. The qualified applicant must have a working knowledge of HR policies and procedures, recruitment and selection, and employee relations. Must have demonstrated ability to interpret, explain and apply HR/agency policies/procedures and state, and federal employment laws/regulations effectively. Requires demonstrated ability to manage multiple priorities, and establish and maintain effective working relationships with all levels of managers and employees. Requires working knowledge of automated Human Resource Information Systems (HRIS) such as the state's Personnel Management Information System (PMIS) and the Recruitment Management System (RMS). Must be proficient using word processing, database, and spreadsheet applications; knowledge of SharePoint desirable. Requires demonstrated ability to organize work, compose correspondence and policies, analyze and interpret data, and prepare reports drawing logical conclusions. Degree from college or a university with major coursework in human resource management, business administration or a related field preferred, or equivalent relevant training and related human resource work experience; PHR, SPHR, SHRM-CP, or SHRM-SCP certification is desirable.

### **ONLINE STATE APPLICATION REQUIRED**

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS **by 11:59 p.m.** on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

**Receptionist:** 804-786-5408, TDD 800-343-0634

**Web Sites for Vacancy Listings**

**RMS:** <https://virginiajobs.peopleadmin.com/>

**DMAS:** [http://www.dmas.virginia.gov/Content\\_pgs/ab-emp.aspx](http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx)

**Applicants who require accommodation to apply for Agency openings should contact the DMAS receptionist for assistance.**

**EEO/AA/ADA**